

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

Washington Management Service – Civilian Job Opportunity

HOMELAND SECURITY SECTION MANAGER

Emergency Management Division

CLOSES: December 18, 2006
LOCATION: Camp Murray, Tacoma (Lakewood), WA
SALARY: \$54,458 to 78,669 annually, depending on qualifications
RECRUITMENT #: DR-06-045-OC

ROLE

The Homeland Security Section Manager reports to the Programs Unit Manager and is a member of the Emergency Management Division's (EMD) extended management team. The Homeland Security Section Manager is responsible for administering and managing the State Homeland Security Grants Program and is the central point of coordination for all programmatic related statewide Homeland Security Programs within the Military Department. The incumbent manages 12 professional and administrative staff responsible for grants contracting, equipment purchasing, sub-recipient monitoring and other grant management and administration activities.

AGENCY OVERVIEW

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions. To learn more information about the Military Department, visit our website at emd.wa.gov.

DIVISION MISSION

The mission of the Emergency Management Division (EMD) in Washington State is to minimize the impacts of emergencies and disasters on the people, property, environment, and the economy of Washington State.

KEY RESPONSIBILITIES

- Principal advisor to the Division and Agency Director on homeland security grant and emergency management performance programs and related matters.
- Supervises the development and negotiation of Homeland Security Program priorities.
- Directly monitors and manages expenditures of annual operating budget of approximately \$190 million.
- Coordinates the establishment of procedures and administrative policies to implement federal and state emergency management programs and funds within federal and state guidelines.
- Principal advisor to and responsible for the coordination and operation of the Committee on Homeland Security, a subcommittee of the state's Emergency Management Council.
- Principal advisor to the homeland security regional leads and responsible for the coordination and administration of the Homeland Security Regional Meetings.
- Coordinates and develops presentations, position papers, reports, and analyses for use by the Director on homeland security issues.
- Oversees and facilitates the development of grant proposals and other funding requests by building teams among diverse program community, state, tribal and other stakeholders and by using appropriate negotiation, persuasion skills, and management techniques.
- Leads efforts to resolve policy questions and issues related to homeland security, improve the delivery of services, and develop programs and technical assistance that address the needs of local emergency management agencies.
- Provides primary management oversight to sub-recipient monitoring processes, procedures, and visits; reviews final site visit reports, findings, and corrective action plans.
- Serves on the Division's Management Team for all activities to include budget, personnel, policy development and strategic planning.
- Serves as Emergency Operations Center (EOC) supervisor or other EOC roles during emergencies, disasters and recovery operations.

REQUIRED QUALIFICATIONS

A Bachelor's or higher level degree. Professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, and /or legislative affairs can substitute for education on a year for year basis AND

Three or more years of progressively responsible management, supervisory, and / or lead experience.

DESIRABLE QUALIFICATIONS

- Two or more years of experience with budgets, grants and / or contracts management
- Most or all of the desirable knowledge, skills and abilities listed below:

Knowledge of:

- Principles of senior and mid-level leadership and coordinating staff work
- Principles of fund allocations and budgeting
- Strategic planning
- Policy analysis and formulation
- Federal and state legislation, regulations, and the legislative process
- National and state disaster and emergency programs, policies, and legislation

Skills/Abilities to:

- Develop, organize, and present complex material and information effectively both orally and in writing to state, local and federal management
- Interact professionally with internal and external stakeholders on sensitive and / or confidential issues dealing with state, local and or federal homeland security or other applicable issues.
- Build teams among diverse program stakeholders and work cooperatively as a member of a team
- Provide leadership to groups over which you have no direct control
- Negotiate and coordinate with external agencies and local governments to achieve strategic goals and objectives of the Division's Strategic Plan
- Monitor, develop, and analyze program budgets for trends in fiscal health
- Develop, monitor and analyze proposed legislation affecting section programs
- Analyze and facilitate activities with all levels of government, industry, and private economy
- Balance tactical and strategic planning to accomplish section objectives and goals
- Manage resources and supervise (coach, and train) professional staff
- Make decisions under conditions of stress and uncertainty
- Use Microsoft Office Suite (including word processing, PowerPoint, and Excel) to develop complex documents in support of program objectives

CONDITIONS OF EMPLOYMENT

- Upon activation of the emergency operations center (EOC) or joint field office (JFO), you may be required to report to work at Camp Murray or other locations around the state. Activations may occur at any time during the day or night and often requires that you work for extended periods of time in a fast paced/stressful environment.
- This position requires travel. You must be willing and able to remain in travel status that averages 20 percent of the time. This includes statewide and nationwide travel.

COMPENSATION / BENEFITS

The Homeland Security Section Manager is a Washington Management Service (Band 2) appointment. The salary range is from \$54,458 to 78,669 per year, depending on qualifications. Washington State offers a full benefits package, including medical and dental coverage, life and disability insurance, retirement, as well as deferred compensation and optional supplemental retirement accounts.

APPLICATION PROCESS

Individuals interested in applying for this position should submit an applicant package that includes the following items to applicant7@mil.wa.gov.

1. A letter of interest, not to exceed three pages, specifically outlining how you meet the desirable qualifications.
2. A current resume listing education, names of employers with dates of employment, and a concise description of experience for each position held.
3. Applicant Profile Data Sheet (voluntary).

Electronic application packets are preferred. Individuals who are not able to electronically submit an application package may submit it to:

Jennifer Swidler, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7942
Fax (253) 512-7808

Interested individuals are encouraged to apply early. Application packets received after **December 18, 2006**, will not be guaranteed consideration.

**HOMELAND SECURITY SECTION MANAGER
RECRUITMENT AND SELECTION TIMELINE**

Activity	Date
Recruitment Opened	November 22, 2006
Recruitment Closes	December 18, 2006
Application Screening	Dec. 18 – Dec. 29, 2006
Interviews	Week of Jan. 2, possibly week of Jan. 8

The Military Department reserves the right, and may exercise the option, to make the hiring decision prior to these dates, with or without adhering to the foregoing interview outline.

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.